

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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California State Government Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and the special trust placed in public servants.

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### EXAMINATION ANNOUNCEMENT

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DEPARTMENT:	<b>CALIFORNIA CONSERVATION CORPS</b>
LEVEL:	<b>CEA, LEVEL 2</b>
POSITION TITLE:	<b>CHIEF LEGAL COUNSEL</b>
POSITION LOCATION:	<b>HEADQUARTERS, SACRAMENTO</b>
SALARY:	<b>\$7302 - \$8051</b>

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FINAL FILING DATE:	<b>DECEMBER 17, 2004</b>
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### DUTIES/RESPONSIBILITIES

The Chief Legal Counsel is a member of the Director's Executive Management Team at the first organizational level. Advises and assists the Director and Chief Deputy Director in the development, formulation and implementation of policies and procedures which support the department's strategic and operational plan, and promotes the objectives of the California Conservation Corps. The position consults and advises the department regarding all legal areas in the establishment of new programs and funding sources, provides advice and recommendations to departmental managers on legal issues regarding CCC programs or other legal matters of concern to the department, and provides interpretation of state and federal laws and statutes. The position prepares cases against employee appeals from notice of adverse action and/or rejection from probation (i.e. discrimination/sexual harassment, performance). Case preparation includes interviewing witnesses and reviewing documentary evidence, negotiating and drafting settlements and/or stipulations; representing the department before a State Personnel Board Hearing Officer. The position conducts and/or oversees special investigations into possible illegal activities by CCC employees, and assists administrative staff in the development of appropriate adverse actions. Works directly with Center Directors and Headquarters Managers in preparing and reviewing contracts, leases, memorandums of understanding, standard legal agreements, and other legal documents, both CCC initiated and incoming, for compliance and liability issues. Prepares and presents cases before trial and appellate courts, or assists the Attorney General's Office in cases for trial. Represents the department before an Administrative Law Judge of the Unemployment Insurance Appeals Board in cases where the department opposes insurance benefits to former employees. Represents the department in legislative and administrative hearings. Drafts proposed legislation, rules and regulations, manuals, and legal forms. Reviews, analyzes and interprets legislation affecting the administration of the department.

Release Date: December 6, 2004

## MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined by Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined by Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: legal principles and their application; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; use of information technology to achieve organizational objectives, principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

Ability to: analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems; perform exceptionally difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft complex and difficult opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; work effectively under pressure. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative and other matters; recognize and understand the political environment and consequence of actions; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from broad managerial experience with substantial participation in the formulation, operation, evaluation and/or implementation of program policies. (Experience may have been paid or volunteer; in State service, other government settings or in a private organization).

The incumbent must be an active member of the State Bar of California.

## ADDITIONAL DESIRABLE QUALIFICATIONS

- Administrative experience in a management capacity
- Knowledge of the California Conservation Corps organization, objectives, programs and policies
- Demonstrated experience in financial accounting and fiscal management involving a complex multi-funded budget
- Knowledge of policy development, planning, information technology, business management, and personnel management
- Leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs
- Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, Resources Agency, Governor's Office, Legislature, Department of Finance, public/private agencies, state and federal agencies
- Demonstrated capacity to make high level decisions on a variety of challenges
- Knowledge and demonstrated effectiveness in policy analysis, development and implementation
- Strong leadership skills

## SPECIAL PERSONAL CHARACTERISTICS

Integrity, initiative, dependability, tact, flexibility, sound judgment and good interpersonal skills.

## FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) **with civil service titles and dates** of experience.
- *A Statement of Qualifications.* The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.

Resumes are optional and **do not take the place** of the *Statement of Qualifications*.

The application and *Statement of Qualifications* must be submitted to:

**California Conservation Corps**, Exam Unit, Attn: Ann Dickey, 1719 - 24<sup>th</sup> Street, Sacramento, CA 95816.

Questions regarding this examination should be directed to Ann Dickey at (916) 341-3222.

Application and *Statement of Qualifications* must be received or postmarked by Friday, December 17, 2004. Interagency mail received after this date will not be accepted.

## EXAMINATION INFORMATION

The California Conservation Corps (CCC) has established a specific job-related screening criteria for application review. The CCC shall compare each candidate's qualifications for the position against the screening criteria and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

## SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience [and civil service classification(s) - not your working title] performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - ✓ List degrees obtained and dates received
  - ✓ List licenses/certificates and dates received
- Number of years involved with and the type of external contacts (e.g., Agency, Governor's Office, Legislature, Department of Finance and other control agencies)
  - ✓ List the level, extent and nature of those contacts
- Number of years of experience at the management level
  - ✓ List the level, extent and nature of the experience
- Number of years of experience in budget and fiscal management, information technology, strategic planning
  - ✓ List the level, extent and nature of the experience
- Experience making high level decisions on sensitive issues
  - ✓ List the level, extent and nature of those decisions
- Roll in policy making and implementation
- Familiarity with natural resource issues, programs and organizations
- Familiarity with youth/young adult issues, problems and programs